

10 April 1972

Guidelines on Selection of Documents for U.S. v. IBM Requirement

1. The Schedule 2 furnished by Justice Department is a rather extensive and complex explanation of what documents are to be produced under this requirement. Herewith is a simplified interpretation of Schedule 2 and some estimate of its applicability to Agency components.

2. This requirement is deemed to apply only to the Agency's formal (i.e., official) documents which deal primarily with ADP in the following regard.

a. The position of ADP firms in the market (i.e., growth, profits, rank, competition, etc.).

-- CIA probably has not produced any documents on this subject.

b. The history of ADP firms (i.e., entry, exit, trade barriers and success in the ADP market, etc.).

-- CIA probably has not produced documents of this sort.

c. The evaluation or comparison of ADPE systems or services (i.e., history, life, specifications, performance comparison, etc.).

-- Agency documents of this sort might result from an internal analysis by an office of its ADP system/service performance. More likely, however, such an evaluation would be part of the procurement process, item e, below.

d. The range or variety of devices or systems available from suppliers.

-- Normally, Agency studies and documentation on this subject would be related to procurement and included in item e, below.

e. The procurement of ADP equipment, systems and services (i.e., requirement specifications, selection, alternatives, prices, terms, etc.).

- This category would appear to include most of the pertinent documentation the Agency has relevant to this requirement. For each computer, for significant peripherals, and for ADP service contracts (excluding hardware maintenance) the procuring office should identify the supporting documentation. (The procurement of NRO-funded items has been exempt from this requirement.)

f. The announcement of new ADP systems or modification of old products by vendors.

- The Agency probably has produced few, if any, formal documents relating to such announcements by vendors.

g. The return on investment realized or anticipated by suppliers of ADP equipment or services.

- The Agency probably has produced none of these.

h. Documents which show offers by any supplier to any customer which are not available to all customers.

- This would include documentation on transactions wherein offices acquired better prices than provided for in the GSA Supply Schedule. Some users of ADP equipment and services in the Agency have experienced this and their relevant documentation should be included.

3. It is assumed that the Agency components which have procured and managed ADP equipment and services are the best source for copies of documents pertinent to this requirement. These organizations should contact the Procurement Division, OL if reference to the action copy of pertinent ADP procurement documents is necessary.

4. Documents to be included are those produced during the years 1961 through 1971.

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> OGC		
2			
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Bob: - Here's a piece of guidance (drafted by IP Staff) which we think would be helpful to the components now searching their files.

Unless you find a legal objection to our boiled down statement of what is wanted, we would favor sending this out to the Directorate IPC's.

Wotdoya think?

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7 April 1972

AGENCY CLEARANCE REQUIREMENTS

1. Name:
2. Business Address:
3. Occupation:
4. Residence:
5. Date of Birth:
6. Place of Birth:
7. Security Clearance Held:
8. Date Security Clearance Issued:
9. Agency Granting Clearance:
10. Secrecy Oath Form